



Intuit is a global technology platform that helps our customers and communities overcome their most important financial challenges. We help give over 50 million consumers, small business, and self-employed customers around the world the opportunity to prosper.

Intuit is looking to fill a position for a Design Leader in the Places CPD organization. We are looking for a collaborative and experienced individual with experience as an architectural interior designer and manager, to lead the planning and design of office spaces in service to Intuit's domestic and international growth.

Most often, the Design Leader will direct consultants through the design and design management processes and will have input to the design, e.g. functionality, finishes and FF&E choices.

You will be part of a small team of design professionals who:

- Collaborate with Workplace Business Partners, Workplace Strategists and Real Estate Planners to develop master plans and design programs for new sites, as well as renovations and refreshes of Intuit's offices globally
- Work with CBRE, CPD's Project Management Partner, and the CPD PMO organization, to write
- Requests for Proposal for architectural design services and collaborate in the selection of design consultants
- Guide the design of projects by architectural consultants to ensure that Intuit's business goals for the project are achieved and design guidelines are followed
- Engage internal and external partners, as appropriate, for functional and operational effectiveness, and customer delight
- Own and update the Intuit design guidelines,
- Maintain an active knowledge of design industry trends and best practices,
- Provide design support to the Space Planning and Facilities Operations teams, as needed.

### Responsibilities

You will be specifically responsible for guiding the design of projects and may be also asked to assist one of the Senior Design Leaders on major projects and/or design research, design guidelines updates and master planning. Projects typically comprise five types of work efforts (including but not limited to):

- Capital Projects, refreshes or renovations of existing space
- Enterprise rollouts of branding, AV updates and other operationally generated programs that have space design impacts
- Pilot projects for new ways of working and research
- Complex or impactful furniture Moves, Adds and Changes, e.g. small space reconfigurations, driven by the Space Planning Team



- Space refreshes driven by the Facilities Operations team, e.g. periodic paint color updates or new furniture in individual rooms or a small group of rooms

Your responsibilities will require you to do the following:

- Define the space program
- Meet with customers and/or internal partners to discuss needs
- Assist in hiring an external design consultant
- Contribute to the development of the project or program schedule
- Provide on-call design advice
- Guide the design direction by architectural consultants (typically) to ensure consistency with
- Intuit's design approach and adherence to budget and schedule
- Make design recommendations and assist in implementation through our partner dealerships (less typically)
- Work with the Senior Design Leaders on one or more major capital projects and/or master plans
- Provide assistances in regard to CBRE's Design Management process

#### Qualifications

- A professional degree in architecture or interior design
- 10+ years of planning, programming and design experience, preferably including 3+ years of team leadership or coordination, client relationship management and/or project management for
- corporate workplace tenant improvement projects
- Knowledge of industry trends and best practices, including awareness of "workplace of the future" concepts
- Progressive career building experience in either design, construction or project management, Strong collaboration skills
- Creativity and desire to advance innovative designs that delight customers
- Ability to manage multiple projects concurrently
- Excellent communication skills, both written and verbal
- Good skills with Smartsheets, Google Workplace, and Bluebeam

Apply here:

<https://jobs.intuit.com/job/san-francisco/design-leader-capital-projects-and-development/27595/31049565792>

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